



GLOSSARY

Admissions, Memberships, Subscriptions- revenue from the sale of tickets, subscriptions, memberships, etc., for events attributable or prorated to the organization.

Applicant- the organization whose Federal Employee Identification Number or the person whose Social Security Number is associated with the submitted application. The applicant assumes financial responsibility for administering a funded grant even if funds are passed on to another organization or individual.

Applicant Cash- funds from applicant's accumulated resources.

Applicant Cash Match- the amount of eligible hard cash that is required to match funds of a grant proposal and subsequent award. An example of a one-to-one or 1:1 match is when the Commission grants an organization \$5,000 and the organization matches the grant with an additional \$5,000. Generally, TAC grants require a 1:1 match, though some grants are available that do not require a match. See specific guidelines for details.

Artist- is an individual with a serious career commitment and some degree of peer acceptance either as an emerging artist of outstanding promise or established artist with a body of work. In the case of a folk artist, the individual must be a skilled practitioner of a traditional art form that has been learned by virtue of belonging to the culture or folk group the tradition comes from (see folk artist for more detail).

Artist Statement- a short statement of one page or less, written by the artist, that provides background information and influences on the artist's body of work, overall artistic philosophy, and a brief history of the artist's development.

Artists Participating- the number of artists directly involved in providing art or artistic services specifically identified with a grant activity; including the number of individual artists of a company, troupe, or touring group.

Arts Organization- is an organization whose mission statement clearly states that the majority of its goals and activities are arts-focused, and whose budget clearly demonstrates arts-focus in the majority of the organization's annual activities. The Tennessee Arts Commission's definition of art encompasses the fine arts as well as ethnic, folk and traditional forms.

Capacity Building- an organization's development of certain skill sets for the general upgrading of performance ability and management structures.

Capital Fund- a pooled investment usually used for building projects.

Chief Authorizing Official- the person with authority to legally obligate an organization, usually the president of the board of directors.

Contact Person- the person to contact for additional information about an application, usually the director or person responsible for implementing proposed activities. All official correspondence from the TAC will be addressed to this person.

Contracted Fees and Services- payments to firms or persons who are not considered employees of the applicant organization.

Contracted Services Revenue- revenue derived from fees earned through sales of services (for example, sale of workshops to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.).

Corporate Support- cash support from businesses, corporations, or corporate foundations.

Current Fiscal Year- an organization's present, active fiscal year at the time of application. Current year financial figures are estimated amounts based on active budgets.

Deficit - the spending of more dollars than the organization takes in.

Development- cost of fundraising expenses. This includes cost of soliciting donors and costs associated with fundraising events.

Discipline- the primary focus of an arts activity as defined among the following fields: literature, folklife, music, theater, dance, visual arts, craft, media, design, etc.

DUNS Number- A Data Universal Numbering System from Dun and Bradstreet. The federal government requires organizations to provide a DUNS number as part of their grant applications and, in order to more easily track arts economic impact data. All applicants (who have not already done so) are required to register with Dun and Bradstreet (D & B) and be issued a DUNS number. There is no fee for registering for a DUNS number.

Employee Identification Number (EIN)- an account number identifying an applicant for purposes of reporting wages and taxes to the Internal Revenue Service. The organization's name on an application must match the name associated with the organization's EIN number.

Endowment Funds- restricted or unrestricted funds which are invested by the organization and secured for purposes which extend beyond the organization's annual operating cycle. Interest income or dividends from investments may be used by the organization for its annual operations and should be classified as such.

Evaluation Criteria- the standards by which an application will be evaluated by the grant panelists or adjudicators.

Evaluation Methods- the specific procedures, instruments, schedule, and personnel used to evaluate the applicant's proposed activity/activities.

Exempt Organization Verification Check- the search engine available on the Internal Revenue Service's website that allows an organization to verify that it still retains legal nonprofit status.

Expenses (Expenditures)- the costs required to implement the grant activity.

Federal Government Support- the cash support derived from grants or appropriations given by agencies of the federal government.

Fiscal Agent – an eligible organization with either 501c3 or governmental status, that applies for project funding on behalf of a non-eligible organization. Under this arrangement, the sponsored organization carries out the project activity while the fiscal agent, as the legal applicant, is responsible for grant management and the use of grant funds.

Fiscal Year- any 12 month period used for financial record keeping and reporting suited to the organization's operating cycle or programming season.

Folk Artist- an individual practicing a traditional art form learned informally (orally or by example) within the artist's own traditional culture rather than formally through educational institutions or books. Folk arts encompass a wide range of genres including oral narrative, dance, music, theatre, calendar customs and games, and material culture such as textile arts, woodworking and foodways.

Foundation Support- the cash from grants given by private foundations.

Goals/Objectives- statements defining the desired outcome of proposed activities and identifying the persons to be served. Goals or objectives should be attainable, measurable, and limited to a specific time period.

Grantee Race- the race of the organizations board members which comprise more than 51% or more. For example, if your board is 20% Caucasian, 12% Hispanic, and 68% African American the grantee race is African American. The codes used for racial self-identification are: A=Asian, B=African American, H=Hispanic, N=Native American/Native Alaskan, W=White and 99=No Single Group.

Income- the revenues which are earned.

Individuals Benefitting- the estimated total number of individuals directly benefitting from the proposed project. This may include actual participants in the project as well as audience members (family, friends, and community members) who may attend a performance or exhibition as part of the proposed project. If the project generates published materials or media (such as radio shows) which reach a much larger audience than those who directly attend the event, please estimate the audience for that media.

In-Kind Contributions or Donations- the monetary value of donated services. An applicant, another organization, business, or individual may provide in-kind contributions. In-kind contributions must be relevant to the project.

Inter-discipline- an inter-disciplinary art work integrates more than one art discipline into a single work. Examples might be a) dance integrated with text, an on-stage musician, and a media collage in one work, or b) an installation involving visual arts, film, and sound art. Inter-discipline does not include musical theatre which is reviewed as a genre within the broader discipline of Theatre.

Interest Income or Dividends- income derived from investments. May be used by the organization for its annual operations and should be classified as such.

IRS Letter of Determination- A letter the Internal Revenue Service sends an organization to acknowledge that the organization has successfully applied for and has been awarded tax-exempt status. The name of the organization and EIN number listed on this form must match the name and EIN on all grant applications submitted by the organization. The letter does not guarantee that this status is still active, for verification of tax exempt status see Exempt Organization Verification check.

Letter of Determination- See IRS Letter of Determination

Letter of Intent- a signed document indicating intent to contract with individuals, groups or organizations to provide services. A letter is usually generated in cases where a formal contract is contingent upon availability of funds. A Letter of Intent should include terms that will become a part of the contract (for example, specific services to be performed, fees for each of those services, dates of said services, locations, persons or organizations to perform the services) and should be signed by both parties.

Local Arts Agency Support- funds from your local arts agency.

Local/County Government Support- funds (grant awards or appropriations) from city, county, or other government agencies.

Marketing- publicity or promotion costs. Inclusive of the costs associated with newspaper, radio, and television advertising; printing and mailing of brochures, flyers, and posters; and publicity or advertising.

Most Recently Completed Fiscal Year- an organization's most recently completed fiscal year at the time of application. Prior year financial figures are not estimates, but actual figures from a completed organization budget year.

Objectives/Goals- statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives or goals should be attainable, measurable, and limited to a specific time period.

Organization Budget- all funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

Other Applicant Cash- cash revenue derived from sources other than those specifically listed in the budget.

Payroll Taxes- taxes which an employer is required to withhold from an employee's pay or the taxes directly related to employing a worker paid from the employer's own fund.

Personnel Full-time- employees or volunteers who work at least 37.5 hours per week for at least 48 weeks per year.

Postage and Shipping- the cost of mailing envelopes and packages.

Presenter- an organization which contracts with an artist to present that artist's work to the public. The presenter provides the space and technical support, promotes the event to the community, and pays the artist a fee.

Project/Program Narrative - A series of questions, unique to each funding category, which the applicant answers as part of the application form. When the answers are displayed to the staff and advisory panelists, it forms a descriptive narrative of the project for which funding is requested.

Project Race- the projected targeted race of the audience for which the project/program is intended to serve. For example, if the project is a Native American POW WOW then the projected race is N, Native American. The codes used for racial self-identification are: A=Asian, B=African American, H=Hispanic, N=Native American/Native Alaskan, W=White, and 99=No Single Group.

Production- production refers to the expenses involved in producing events, mounting exhibits, or other artistic efforts.

Professional Development- the training required for maintaining a career path or any professional continuing education.

Reserve- an amount of capital held back from investment in order to meet probable or possible demands.

Rural- For purposes of grant applications requiring self-identification, organizations who exist in Tennessee counties other than Anderson, Blount, Bradley, Davidson, Hamilton, Knox, Madison, Maury, Montgomery, Putnam, Rutherford, Sevier, Shelby, Sullivan, Sumner, Washington, Williamson, and Wilson. For information pertaining to underserved individuals, people who reside in any county but outside of a metropolitan city limit.

Salaries/Wages/Benefits-Administrative- administrative employees receiving payments for salaries, wages, fees, and benefits.

Salaries/Wages/Benefits-Artistic- artistic employees receiving payments for salaries, wages, fees, and benefits.

Technical/Production- technical management and production staff employees receiving payments for salaries, wages, fees, and benefits.

State Fiscal Year- July 1 of any year through June 30 of the following year, i.e. FY13 stands for Fiscal Year 2013, indicating the period of time from July 1, 2012 through June 30, 2013. Projects and activities funded through grants must fall within these dates.

State/Regional – On the grant budget PDF, this category should include any funding from state or regional sources other than the grant request from the Tennessee Arts Commission. That request should go under Arts Commission Funds Requested on the grant budget PDF in the income section.

Statewide Organization- Applications from “statewide” organizations may only be made by membership service or single-discipline arts organizations whose board of directors and officers geographically represent the entire state and whose statewide mission can be legally demonstrated in the language of their bylaws. Geographic representation means that at least half of the organization’s board, membership, and officers reside outside the grand division in which the statewide organization is based.

Surplus- an excess of dollars at the end of a fiscal year.

TAC- Tennessee Arts Commission

Technical Assistance- professional advice and assistance provided in the areas of organizational development, gaining nonprofit status, long range planning, professional development, grantsmanship, project design, planning, evaluation, specific arts programming, etc.

Tour- two or more engagements at different sites, in different communities, contracted through any number of presenters included in one trip away from the artist’s home base. Travel to perform a series of engagements in communities outside a home base.

Underserved Populations- people who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term “population” can refer to a group of people with common heritage, regardless of whether they live in the same area. Populations include people of color, children, seniors, people living with disabilities and/or people living in rural areas or isolated settings.

Urban- For purposes of grant applications requiring self-identification, organizations that exist in the following Tennessee counties: Anderson, Blount, Bradley, Davidson, Hamilton, Knox, Madison, Maury, Montgomery, Putnam, Rutherford, Sevier, Shelby, Sullivan, Sumner, Washington, Williamson, and Wilson.

Work Sample- a selection of an individual or organization’s body of work, usually produced within the past three years.